

**(Your Unit's Letterhead—example below)**  
**DEPARTMENT OF THE ARMY**  
California Army National Guard  
Headquarters & Headquarters Detachment, Joint Forces Headquarters  
9800 Goethe Road – PO Box 269101, Box 45  
Sacramento, California 95826-9101

CAAD-HHD-CDR

1 June 2004

MEMORANDUM FOR SFC Don B Smart 000-00-0000

SUBJECT: Additional Duty Appointment: Unit Public Affairs Officer (UPAR)

1. Effective immediately, you are appointed as Unit Public Affairs Representative (UPAR) for HHD STARC.
2. Authority: NGB Pamphlet 360-5, Para 3-2; 3-3.
3. Purpose: To act as the commander's public affairs representative before local media and as a the Joint Force Headquarters Public Affairs Directorate's representative for command information pertaining to the unit
4. Period: Indefinite or reassigned.
5. Special Instructions: Receive certification of Unit Public Affairs Representative Training from the Joint Force Headquarters Public Affairs Officer

WHERE AM I  
CAPT, IN, CA ARNG  
Commanding

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